

# Green Office Certification





# Contents

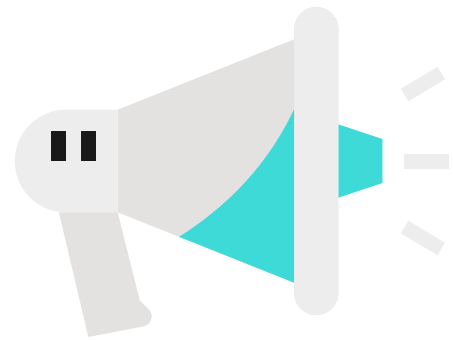


01	<i>Why Certify?</i>	Benefits and goals of certification
02	<i>Overview of Certification</i>	Steps to certification
03	<i>Prerequisites</i>	Five prerequisites to begin the program
04	<i>Elective Actions</i>	Actions towards certification
05	<i>Ranking</i>	Ranking criteria for certification levels

# WHY CERTIFY?



What are the benefits? How can certification support the goals of your office?



## *Promote*

Certification shows others — prospective staff, clients, and peers — that your office is actively working to better itself and run sustainably.



## *Save Money*

Many of the small efforts to meet actions — such as turning off lights and reducing water use — save you money! Win-win!



## *Encourage Participation*

This program provides members with new opportunities to contribute to the office environment through new positions and committees to manage the chosen goals.



## *Make an Impact*

The overall goal of the program is to encourage sustainability — you can have a part in improving campus life!



# Overview of Certification Process

What's next?



## *Complete the Interest Form*

Use the hyperlink above or see all links on quick links slide.

## *Meet Prerequisites*

Jump to the next slide for all five prerequisites.

## *Identify Best Fit Actions*

Identify what actions are best matched to the unique skills, interests, and lifestyles of your office members.

## *Commit!*

Commit to those checklist actions and make them a reality in the day-to-day lives of your staff.

## *Spread the Word*

Promote your office as a Certified Green Office and spread the word about what that means to prospective staff and other offices.



# Prerequisites:

What to establish before beginning the certification process



01

## *Leadership*

Elect a member to be the official Sustainability Ambassador to be the point of contact.



02

## *Paper*

Use a minimum of 30% recycled copy paper only. Bulk pricing is available from F&S.



03

## *Lights*

Turn off lights, monitors, and other unused devices on nights and weekends.



04

## *Food*

Offer at least one vegetarian (or vegan) option equivalent to a meat-based dish at every department-hosted event.



05

## *Recycling*

Make sure to have and use clearly labeled recycling bins. Contact F&S if you need bins.

# Elective Action Groups

Select at least 8 activities from within these groups.

05

Green Office @ Home

Incorporate sustainability efforts at home.

04

Innovation

Have a new idea? Tell us about it!

03

Waste Reduction

Reduce, reuse, recycle!

02

Water Conservation

Conserve water.

01

Energy Conservation

Conserve energy and heat.



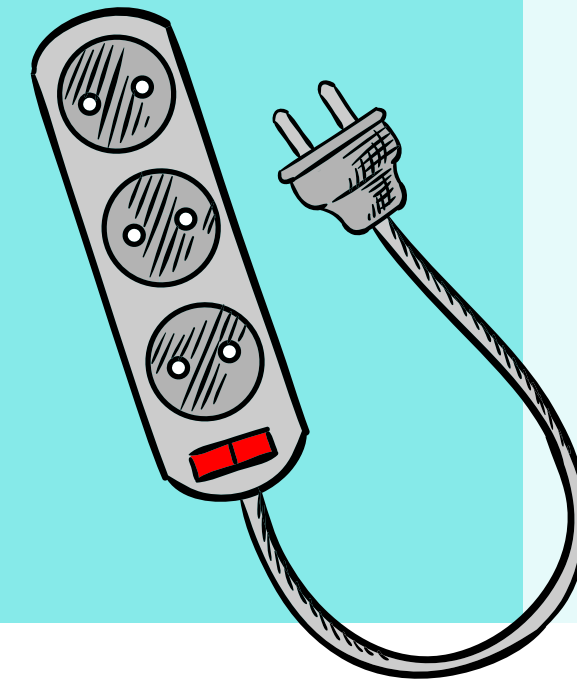
# ENERGY CONSERVATION: LIGHTS



Elective actions

1. Turn off lights and use daylight, or use task lights.
2. Turn off lights when leaving office for significant time periods.
3. Turn off hall lights if standby lights are adequate.
4. Use motion-sensor lighting.
5. Use LED lights instead of fluorescents. Ask your Facility Manager about making this change.
6. Order and use “Not in Use? Turn off the Juice” light switch covers or similarly worded signage.

# ENERGY CONSERVATION: EQUIPMENT

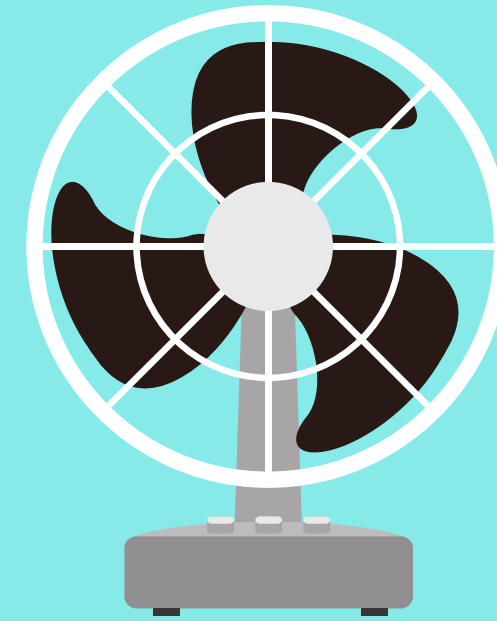


Elective actions

1. Use equipment as instructed in the operating manual.
2. Turn off equipment when not in use.
3. Provide regularly scheduled equipment maintenance.
4. Use smart plugs to turn devices on and off from your smartphone.
5. Use separate power strips or another tool to make it easy to switch off monitors without cutting off the CPU.

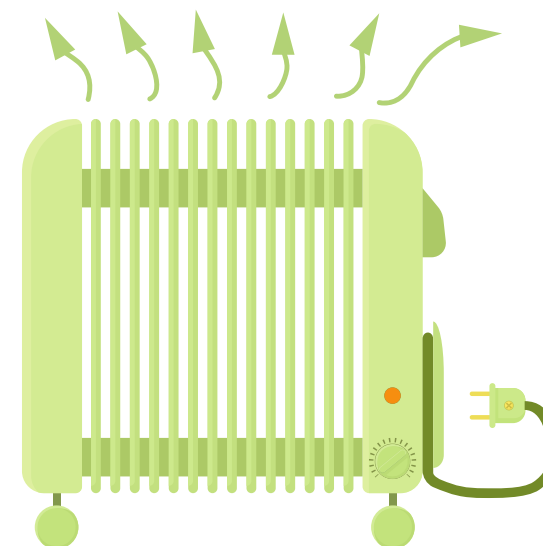


# ENERGY CONSERVATION: TEMP CONTROL



Elective actions

1. Close windows when HVAC is on.
2. Pull down window shades in at least one room when the AC is on, and pull them up when the heat is on.
3. Remove all space heaters.

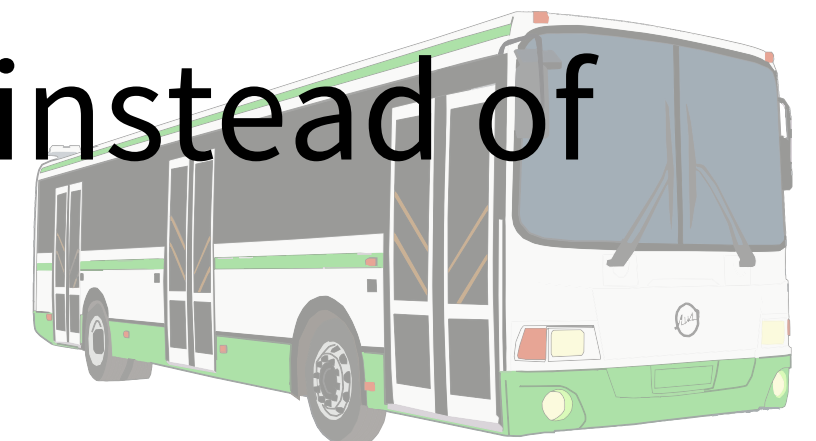


# ENERGY CONSERVATION: TRANSPORTATION

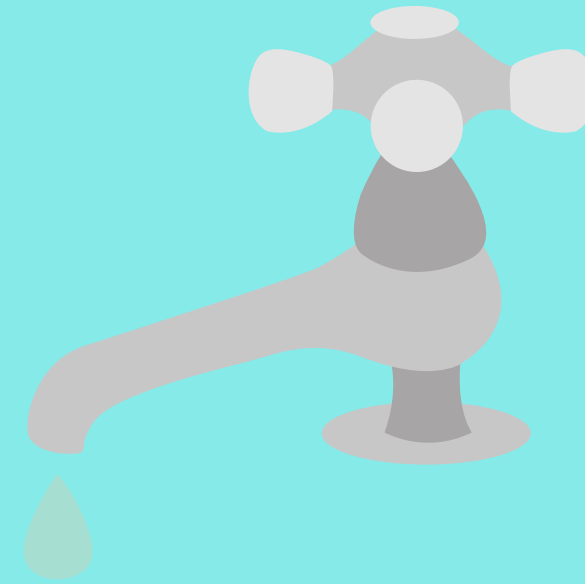


Elective actions

1. Use and encourage use of public transportation, walking, and bike-riding.
2. Use teleconferencing for one conference someone in your office would normally attend in person.
3. Take a train or carpool to a conference instead of using air travel.



# WATER CONSERVATION:



Elective actions

1. Report dripping and leaking faucets promptly.
2. Update office landscaping and maintenance to include native plants, rain gardens, and other water-saving features.
3. Take advantage of room renovations to advocate for choosing the most water-efficient updates.



# WASTE REDUCTION: OFFICE PURCHASES



Elective actions

1. Consider all other options before purchasing anything new.
2. Drop off unwanted university property (such as chairs, tables, and cabinets), and pick up free items at Campus Surplus (for university use only).
3. Regularly purchase products with reduced packaging.

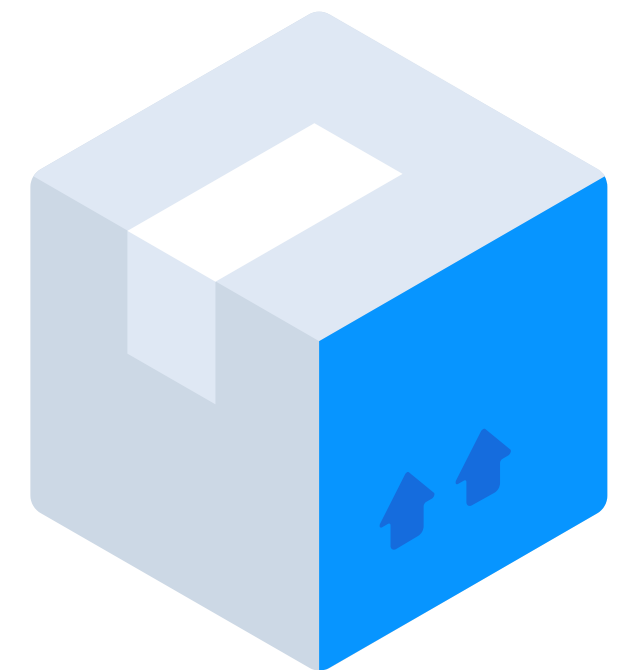


# WASTE REDUCTION: RECYCLING 1



Elective actions

1. Pledge to use the campus recycling system for any office-generated recyclables.
2. Return Styrofoam shipping boxes.
3. Bring waste Styrofoam to Urbana DART for recycling.
4. Take advantage of vendor recycling and take-back programs.

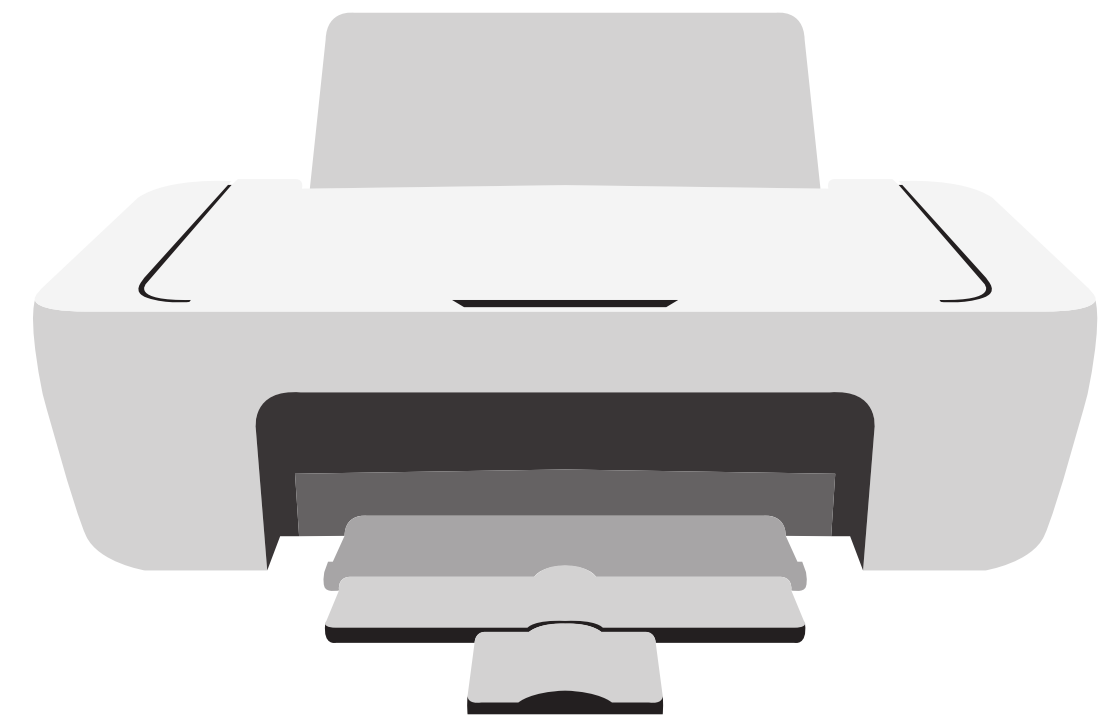


# WASTE REDUCTION: RECYCLING 2



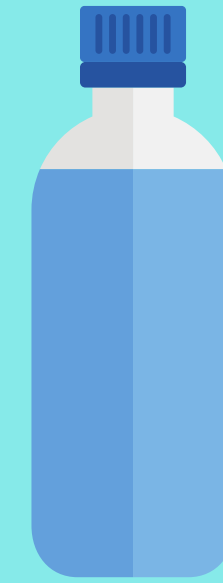
Elective actions

1. Recycle all batteries and portable electronics.
2. Recycle printer ink and toner cartridges.
3. Recycle writing instruments.





# WASTE REDUCTION: SINGLE USE & PERSONAL PRODUCTS



Elective actions

1. Reduce single-use plastics whenever possible.
2. Eliminate purchase of bottled drinking water.
3. Use communal appliances (coffee pots, printers, and so on) instead of individual ones whenever possible.
4. Eliminate use of disposable cups.
5. Use reusable dishes and tableware instead of disposables.



# WASTE REDUCTION: FOOD

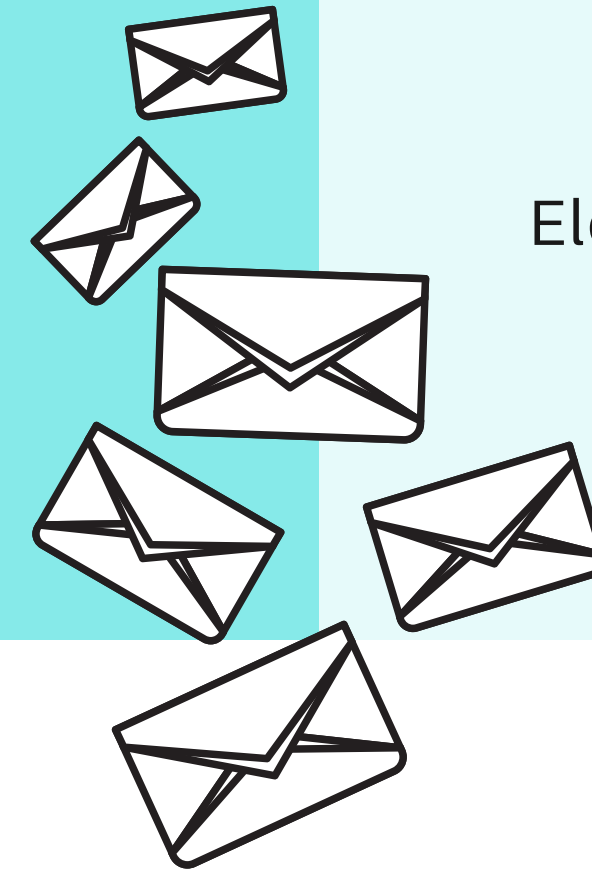


Elective actions

1. Work with a caterer to reduce waste in department functions.
2. Implement a food waste reduction program.
3. Implement a composting/food waste diversion program.



# WASTE REDUCTION: PAPER & MAIL 1



Elective actions

1. Set double-sided printing as default.
2. Reduce paper margins when printing as appropriate.
3. Change subscriptions of industry publications to online versions.



# WASTE REDUCTION: PAPER & MAIL 2



Elective actions

1. Unsubscribe people from junk and unwanted mailings.
2. Pledge to upload your department's annual reports, working papers, and other digital content to the Illinois Digital Environment for Access to Learning and Scholarship (IDEALS) site to reduce your need to print as many copies of publications.

# INNOVATION 1



Elective actions

1. Form a Green Team to share the responsibilities of the Sustainability Ambassador.
2. Have all members of the office sign the “Use the Bin” pledge.
3. Provide training or orientation to new staff/visitors of the office on Green Office requirements.

# INNOVATION 2



Elective actions

1. Host a Green Office Event.
2. Recruit another lab or office to join the program.
3. Come up with your own strategy to make your office more sustainable — and tell us about it!



# GREEN OFFICE @ HOME



Elective actions

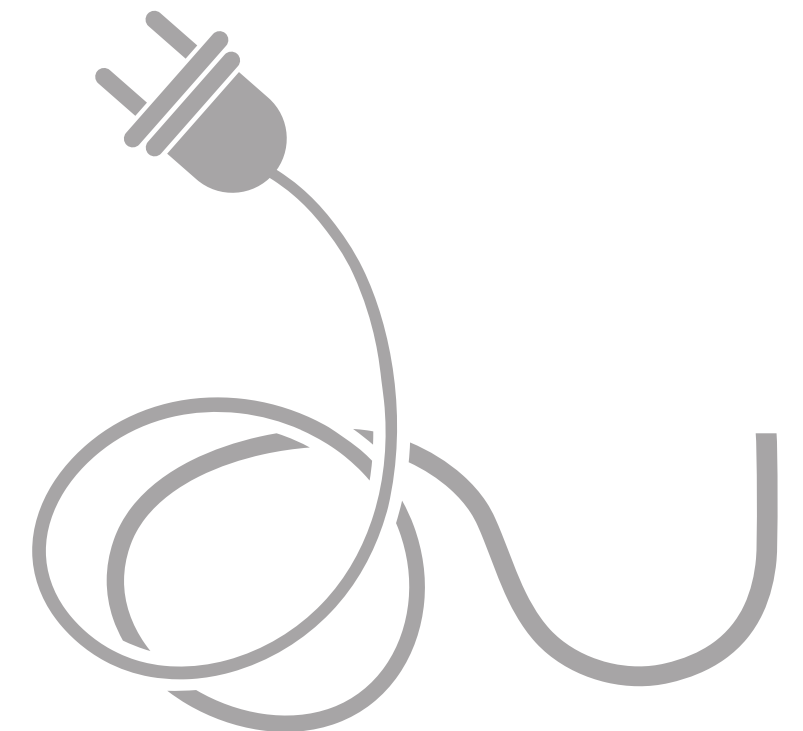
1. Make meatless meals at home and eat vegetarian/vegan a minimum of one day a week (50% of employees).
2. Attend a sustainability webinar each month (50% of employees).
3. Subscribe to the iSEE Weekly E-Newsletter (100% of employees).

# GREEN OFFICE @ HOME



Elective actions

4. Send out monthly sustainability updates to staff.
5. Set monthly reminders to unplug unused appliances (50% of employees).
6. Dedicate one hour of no electricity each month (50% of employees).



# CERTIFICATION RANKINGS

Tally up all elective actions from each category — add more commitments for a higher ranking! These do not include the prerequisite actions.



## **BRONZE**

8-10 Elective  
Actions



## **SILVER**

11- 15 Elective  
Actions



## **GOLD**

16+ Elective Actions

**Tally up your elective actions here**

## QUICK LINKS BY STEP

### 1) Interest Form

[https://docs.google.com/forms/d/e/1FAIpQLSezySGzkluEMMMjS2EB1Yj0Y8rTzUwWqd39Lm5f9qVb23SRoA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSezySGzkluEMMMjS2EB1Yj0Y8rTzUwWqd39Lm5f9qVb23SRoA/viewform?usp=sf_link)

### 2) Tally Actions

<https://drive.google.com/file/d/1wyZYpglzXPrjjAlqWHO27ttP9ZwNweik/view?usp=sharing>

### 3) View Full Guide

<https://sustainability.illinois.edu/wp-content/uploads/2020/02/Green-Office-Certification-Guide.pdf>

### 4) Visit the Greener Campus Website

<https://sustainability.illinois.edu/green-certifications/>







# Thank you for your interest in certification!

PLEASE VISIT OUR GREEN CERTIFICATION  
PROGRAM WEBSITE FOR MORE DETAILS,  
RESOURCES, AND EXAMPLES

FOR QUESTIONS OR COMMENTS, PLEASE EMAIL  
ISEEGREENOFFICE@GMAIL.COM



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